

<p style="text-align: center;">CITY OF BEAVERTON Program Coordinator - Sustainability</p>

General Summary

Identify and recommend methods to facilitate sustainability planning for the City. Design, plan, organize, and implement and promote the City's sustainable program and practices.

Key Distinguishing Duties

Analyze and develop comprehensive sustainable programs and practices.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Partner with departments to define issues, processes, and priorities for a sustainability work plan; analyze and review the City's business practices to identify a broad range of sustainability problems and recommend solutions; provide guidance to City departments and divisions on issues affecting business practices; provide information and education on sustainability methods.
2. Develop and implement sustainability programs for the City. Promote Beaverton with regard to sustainability and sustainable practices; work with community groups to provide sustainability education; and provide staff support to internal sustainability committee. Work with departments to ensure standards are being met.
3. Support and coordinate implementation of sustainability committee plan as adopted by City Council.
4. Identify and recommend methods to facilitate sustainability planning for the City. Research local, regional, state and national issues regarding the needs of sustainability in the City.
5. Assist in developing outreach, education, marketing and communication strategies and materials for implementing standards to increase sustainability goals in the City. Collaborate with regional jurisdictions to develop methods of improving effectiveness.
6. Prepare grants proposals. Monitor goals to ensure compliance with grant standards and reporting requirements. OR
7. Conduct research to identify sources for grants and develop grant proposals.

8. Prepare requests for proposals (RFP); participate in the selection of contractors and consultants; manage contractor and consultant services; make sure contract standards are met; prepare project budget estimates.
9. Participate in the selection and oversight of consultants who provide complex and sophisticated sustainability planning and related re-engineering services to small manufacturing businesses in the City.
10. Maintain manual and computer files, records and other information systems related to program functions. Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.
11. Participate in department/division/section operational processes including procedure development and implementation.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of principles and practices of sustainability and methods used to implement programs within an organization.
- ◆ Knowledge of the laws and regulations governing sustainability programs.
- ◆ Knowledge of principles, practices and methods related to energy efficiency, climate change renewable energy resources, and green building.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.

- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to municipal code administration.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to influence and persuade parties regarding the implementation of sustainability evaluation programs.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Strong ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, database applications, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Bachelor's degree in business/public administration, environmental studies or a related field and two years experience in sustainability, conservation, or recycling program coordination or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; frequent travel to local off-site locations; frequent operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside of normal working hours.

Classification History

Classification created: April 15, 2009

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date